|  |  |
| --- | --- |
|  | **RFx Authorisation Sheet** |
|  |
| **Name of this procurement activity** |
|  |  | Click to enter |  | Click to enter |
| **Estimated value/allocated funding (EXC. GST)** |  | **Issue Date** |  | **Closing Date** |
|  |  |  |
| **Drafter** |  | **Position** |



**OWNER OF THE PROCUREMENT ACTIVITY**

I confirm that all applicable processes have been followed including adherence the Institute’s Procurement Policy and procedures and take responsibility for managing the process. I also confirm that funds are available and approved to cover the requirement of this procurement activity.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  |  |  |  |
| Name: |  | Position: |  |

**PROCUREMENT MANAGER**

I have been involved in this process from the outset providing guidance and assistance in preparing this RFP / I have not been involved in the process from the outset, however have provided guidance as requested by the Owner of the procurement activity. I have reviewed the RFP and recommend for releasing to the market.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Name: | **Hasita Wimalachandra** |  |  |

**APPROVAL BY DCE/HOLDER OF FINANCIAL DELEGATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  |  |  |  |
| Name: | **Michelle Teirney** | Position: | **DCE Operations** |

|  |  |
| --- | --- |
| **Note to Owner of the procurement activity** | **When issuing the RFx. Please retain the original of the approved RFP Authorisation Sheet on file along with the documents of the RFP itself – DO NOT RELEASE TO MARKET. Original to be retained by the Owner of the procurement activity and a scanned copy sent to the Procurement Manager** |

April 2022